

Create a Letter to Ask a Prison/Jail to Serve Your Petition for Guardianship

Your Name, Address, and Phone Number

Name: _____

Street Address: _____

City, State, and Zip Code: _____

Phone Number: (____) _____

Parent Information

Full Name: _____

Gender: Man Woman

Prison/Jail Identification Number: _____ I don't know it.

Date of Birth: _____

Name(s) of this Parent's Child(ren) included in the guardianship:

Prison/Jail Information

Name of Prison/Jail: _____

Mailing Address: _____

City, State and Zip Code: _____

Dear Sir or Madam:

This serves as a letter of instruction to your personnel to serve copies of the enclosed documents.

A Petition for Appointment of Guardian of the minor(s):

_____ and Notice of Hearing need to be served on inmate _____. He/She is the mother/father of the proposed ward(s).

I have enclosed a copy of the documents that need to be served, a proof of service and a self addressed stamped envelope.

Please return the completed proof of service in the envelope I have provided. My telephone number is:

If you have any questions, please contact me.

Thank you for your assistance in this matter.

Sincerely,